



OFFICE OF RANGE MANAGEMENT

RANGE CONSERVATIONIST (SUPERVISORY)

INTRODUCTION: This position is responsible for class consists of performing professional planning in developing, coordinating and implementing Tribal range, water and soil conservation policies and practices.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Researches and compiles data for the allocation of animal units for grazing permits, preparation of stocking rates, preparation of range management plans for each range unit and annual utilization report.
2. Prepares development plans, forest trust duration plans, stock rate plans, outdoor recreation plans and wildlife management plans to coordinate the efforts into a workable program for the range resource users.
3. Compiles and prepares data for reports as directed; recommends management alternatives based on the information gathered within the guidelines of the Tribal constitution, ordinances and other applicable guidelines.
4. Serves as a technical resource person to the schools, ranchers and the public-at-large on range and soil management practices; provides training and/or seminars on range management, livestock production and range conservation programs.
5. Represents the Office of Range Management at meetings, speaking engagements, Tribal Council and other affiliated natural resource organizations.
6. Communicates with other range and soil conservation agencies and users of the range resources to obtain data, check feasibility, monitor construction and check completion of conservation practices as directed by the immediate supervisor.
7. Provides supervision, guidance, coaching and mentoring to subordinate staff; develops and performs employee performance appraisals; provides or identifies training opportunities for subordinate staff; initiates disciplinary actions as necessary; recognizes exceptional performance.
8. Performs other related duties as assigned or authorized to achieve the scope of the work and office goals and objectives.

COMPLEXITY: The work includes varied duties requiring an extensive knowledge of sound range management practices to be able to analyze and develop sound natural resource management plans. Assignments are characterized by detail, intensity of effort and may involve several phases being pursued concurrently or sequentially with the support of others within or outside the organization. Decisions which need to be done include largely undefined issues and require extensive research and analysis to determine the most feasible methods for implementation.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Office of Range Management Director. The supervisor sets the overall objectives and resources available. The supervisor and employee in consultation, develop the deadlines and work to be done. The employee, having developed expertise in this line of work is responsible for carrying out the assignments, coordinating the work with others and interpreting policy on own initiative. The employee keeps the supervisor informed of progress and potentially controversial matters.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area,, supervisor, ranchers, livestock association members, Bureau of Indian Affairs personnel, state, county, private, and federal agency representatives. The purpose of these contacts is to coordinate and advise on work efforts, resolve operating problems, provide assistance and establish a network of resources. Individuals or groups contacted have basically cooperative attitudes.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is performed in an office setting and in the field requiring physical exertion such as walking and travels on horseback over uneven, rough terrain, stooping, crouching, bending, etc. Exposure to varying weather conditions requires the incumbent to wear protective clothing and gear and adhere to safety precautions. The incumbent is expected to maintain a flexible work schedule in order to meet the demands of the position. Travel on and off the reservation is necessary.

MINIMUM QUALIFICATIONS:

1. Required Education, Training, and Experience:

- A. Education : Bachelor's degree in Natural Resources Management, Environmental Science, Soil Conservationist, Range Management, Biology, or related Natural Resources field;

AND

- B. Experience : Four (4) years experience in range management that includes in-depth experience in plants, animals and soil sciences;

OR

- C. Any equivalent combination of education, training, or experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of the geography of the Hopi Reservation and of the Hopi culture and traditions
Knowledge of research methods and techniques
Working knowledge of livestock identification, including livestock descriptions
Knowledge of re-vegetation techniques and noxious/invasive vegetation controls
Knowledge of range development improvements such as wells, fences, trails, water impoundment structure, etc
Knowledge of soils, plants, water, and animal nutrition on native ranges
Knowledge of wildlife management techniques and planning
Knowledge of outdoor recreation planning techniques
Knowledge of Geographical Information Systems (GIS)
Sufficient knowledge of engineering principles to determine and locate earthen structures, such as dam, diversions, etc

B. Skills:

Excellent verbal and written communication skills
Skill in research/technical report writing
Skill in public relations
Skill in dealing tactfully with and inspiring public confidence while enforcing rules and regulations

C. Abilities:

Ability to analyze and develop procedures necessary to implement established objectives

Ability to use Geographical Information Systems (GIS) for analysis of collected data for program operations
Ability to effectively communicate technical natural resources information to the users of these resources
Ability to make range site inventories of acceptable standards
Ability to make appropriate decisions in the field and act with impartiality
Ability to establish and maintain effective working relationships with others, agency personnel and the general public

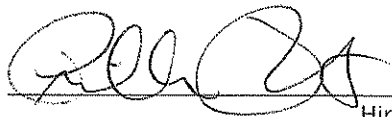
NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.
2. Possess a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
3. Must comply with federally mandated drug and alcohol policy and screening requirements.

CONDITION TO EMPLOYMENT:

All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

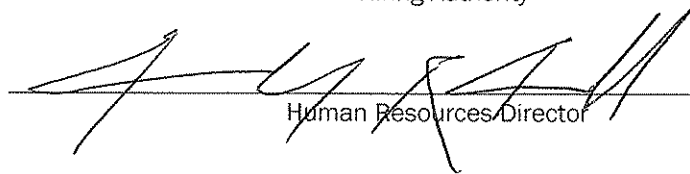
REVIEWED BY:



Hiring Authority

4/29/11
Date

APPROVED BY:



Human Resources Director

5/2/11
Date

EXEMPT
Range 48
04/2011